

***Travel Supported by
PVARF PI Travel Stipend***

Authorized Absence
Government-Rate Airfare

Traveler:

Destination:

Dates:

Funding: 100 (Travel Stipend)

Traveler <i>Pre-Trip</i> Checklist	Travel Coordinator <i>Pre-Trip</i> Checklist
<ol style="list-style-type: none"> 1. Provide "invitation to present" to AO/R&D for approval to use stipend. 2. Make airline reservations through World Wide Travel (1-888-811-8129). Tell the agent: <ul style="list-style-type: none"> <input type="checkbox"/> PVAMC is station #648 <input type="checkbox"/> PVAMC Employee Travel Office will provide travel authority number 3. Submit information to Travel Coordinator. <ul style="list-style-type: none"> <input type="checkbox"/> Documentation (including dates, location, and purpose) and itinerary <input type="checkbox"/> Funding source <input type="checkbox"/> Estimated travel expenses <input type="checkbox"/> Work and personal details 4. Sign VA and PVARF paperwork prepared by Travel Coordinator. 5. Receive itinerary/e-ticket reference number from Travel Coordinator at least two days prior to departure. 6. Enter AA in VISTA-Time & Attendance. 	<ol style="list-style-type: none"> 1. Notify traveler of approval. File approved original invitation. 2. Prepare required VA and PVARF paperwork. <ul style="list-style-type: none"> <input type="checkbox"/> OP 165 <input type="checkbox"/> Memo to Regional Counsel & 10-0101B <input type="checkbox"/> SF-71 Leave Slip (Research Employees) <input type="checkbox"/> PVARF Check Request <input type="checkbox"/> PVARF Travel Authorization/Reimbursement 3. Fax OP 165 and supporting documentation to Employee Travel Office. 4. Submit original OP 165, supporting documentation, Memo & 10-0101B to Employee Travel Office. 5. Submit PVARF Check Request and Travel Authorization/Reimbursement Form to PVARF. 6. Receive check from PVARF for government-rate airfare. Deposit at PVAMC Agent Cashier one week in advance of travel.

Traveler <i>Post-Trip</i> Checklist	Travel Coordinator <i>Post-Trip</i> Checklist
<ol style="list-style-type: none"> 1. Submit original receipts to Travel Coordinator. 2. Sign PVARF paperwork prepared by Travel Coordinator. 3. Receive reimbursement check from PVARF. 	<ol style="list-style-type: none"> 1. Prepare required PVARF paperwork. Collect traveler's and AO/R&D's signatures. Submit forms and receipts to PVARF. <ul style="list-style-type: none"> <input type="checkbox"/> PVARF Check Request <input type="checkbox"/> PVARF Travel Authorization/Reimbursement 2. Receive Part V of 10-0101B from Employee Travel. Complete and return to Employee Travel.